



DAVE LAMBERTSON
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TO ENRICH LIVES THROUGH EFFECTIVE AND CARING SERVICE



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February 2, 2005

Agenda Date: February 15, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE FOUR AS NEEDED
ARCHITECTURAL/ENGINEERING SERVICES AGREEMENTS
(ALL DISTRICTS – 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Internal Services Department (ISD) or his designee to finalize and execute four services agreements to provide as-needed architectural/engineering (A/E) services for a term of one year, with an option to renew two additional years with the following firms at the indicated not-to-exceed amount per year:
 - a. Wayne C. Siu, Architects for \$200,000
 - b. BOA Architecture for \$200,000
 - c. James D. Black Associates for \$200,000
 - d. Viniegra & Viniegra Architecture for \$200,000
2. Authorize the Director of ISD or his designee to finalize, and execute all options to renew the agreements and individual work orders.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The recommended A/E Services Agreements will provide sufficient design and engineering services to enable ISD to facilitate approved repairs, maintenance and refurbishment projects.

Some County renovation and repair work requires programming, design or engineering to fully define the work and obtain the required local jurisdictional approvals. ISD does not have sufficient in-house engineering and design capabilities to perform this work.

Implementation of Strategic Plan Goals:

The recommended A/E Agreements support the County's Strategic Plan Goal No. 1 and No. 4 for Service Excellence and Fiscal Responsibility. More specifically, it aligns with these strategies by effectively managing County resources and investing in the public infrastructure.

FISCAL IMPACT/FINANCING:

Board approval of the A/E Agreements will provide contracting authority only. The Department is under no obligation to order a minimum amount of work. These contracts will only be used where sufficient budgeted funds are available from departments requesting the work. ISD will incur A/E expenditures to the extent that they are offset through County department billings and within available appropriation.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The A/E Agreements will also allow maximum utilization of the County's workforce whenever such staff is available. The A/E Agreements require firms to consider Greater Avenues for Independence Program and General Relief Opportunity for Work (GAIN/GROW) participants for future employment and will comply with the Jury Service Ordinance and the Safely Surrender Baby Law.

Two of the four A/E firms are certified as Community Business Enterprises (CBE). A summary of the CBE Firm/Organization Information for all firms is provided in Attachment I.

When A/E services under this agreement are required, ISD will request the services from one of the four A/E firms on a rotational basis. It is ISD's intent to equitably distribute design services among the recommended A/E firms.

Currently, ISD has four A/E Agreements that will expire on March 30, 2005.

CONTRACTING PROCESS:

ISD issued a Request for Statement of Qualifications (RFSQ) for as-needed A/E services to forty-three A/E firms recommended by the Architectural Evaluation Board (AEB) on November 17, 2004. Statements of Qualifications (SOQs) were received from eight firms on December 7, 2004. An Evaluation Committee consisting of representatives from the AEB, Public Works and ISD evaluated the responses and recommended four firms as being the best qualified to provide the required as-needed A/E services.

The Local Small Business Preference (LSBE) Program does not apply to the solicitation for A/E services. The evaluation of the SOQs is based on the best value and service to the County and not the lowest bid. This solicitation was also not posted on the County's website since it is the County's policy to use the AEB to recommend a listing of qualified A/E firms for design services.

The Department has evaluated and determined that the Living Wage Program (County Code 2.201) does not apply to the A/E services as these agreements are for non-Proposition "A" services. The A/E services agreements are temporary and intermittent and the work performed by these firms is considered highly technical.

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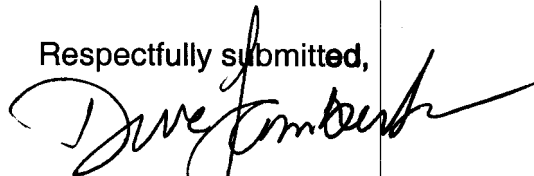
IMPACT ON CURRENT SERVICES (OR PROJECTS):

Your approval of the recommendation will result in uninterrupted A/E services to supplement County workforce, and will provide timely facility services to County departments and agencies. There will be no impact to County employees.

CONCLUSION:

Your approval of the recommendations will provide the resources necessary for ISD to provide timely facility project services to County departments and agencies. Please return one stamped copy of the approved Board letter to ISD.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dave Lamberton", is written over a vertical line.

DAVE LAMBERTSON
Director

DL:TT:iw
Attachment

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
Department of Public Works

F:/Four AE 2-15-05 Board Letter

ATTACHMENT

**FIRM/ORGANIZATION INFORMATION AS PROVIDED BY BIDDERS
FOR AS-NEEDED ARCHITECTURAL/ENGINEERING SERVICES**

This information was gathered for statistical purposes only. On final analysis and consideration of award, selections were made without regard to gender, race, creed or color.

FIRM INFORMATION		Wayne C. Siu Architects	BOA Architecture	James D. Black Associates	Viniegra & Viniegra Architecture
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership
OWNERS/PARTNERS	Black/African American	0%	0%	0%	0%
	Hispanic/Latin American	0%	0%	0%	50%
	Asian American	100%	100%	0%	50%
	American Indian/Alaskan	0%	0%	0%	0%
	All others	0%	0%	100%	0%
	Women (included above)	0%	0%	0%	50%
		Number	Number	Number	Number
MANAGER	Black/African American	0	0	1	0
	Hispanic/Latin American	0	2	0	1
	Asian American	2	0	1	1
	American Indian/Alaskan	0	0	0	0
	All others	1	0	2	0
	Women (included above)	1	0	1	1
STAFF	Black/African American	0	0	0	0
	Hispanic/Latin American	0	1	0	1
	Asian American	2	1	1	1
	American Indian/Alaskan	0	0	0	0
	All others	1	0	3	1
	Women (included above)	1	1	2	1
TOTAL # OF EMPLOYEES		6	4	8	5
BUSINESS STRUCTURE		Sole Proprietorship	Corporation	Sole Proprietorship	Partnership
Certified as Minority, Women, Disadvantaged or Disabled Veteran Business Enterprise?		Yes CBE	No	No	Yes CBE
CERTIFYING AGENCY		L A County			L A County